



Employment Development Department

# INFORMATION BULLETIN

## WORKFORCE INVESTMENT ACT

Number: WIAB00-15

Date: July 28, 2000

Expiration Date: 06/30/01  
69:91:cg:4010

TO: LOCAL WORKFORCE INVESTMENT AREAS  
CHIEF ELECTED OFFICIALS  
CALIFORNIA WORKFORCE INVESTMENT BOARD STAFF  
WID STAFF

SUBJECT: WIA TRANSITION SUMMER YOUTH REPORT 2000—**IMMEDIATE ACTION REQUIRED**

The purpose of this information bulletin is to advise Local Workforce Investment Areas (LWIA) of the supplemental reporting requirements for the 2000 summer youth employment. This year, the Department of Labor (DOL) is requiring both financial and participant data to be reported at the end of the summer program. The deadline for submitting the report to the Workforce Investment Division (WID) is October 20, 2000. The State Workforce Investment Act (WIA) Summer Youth report is due to DOL by October 31, 2000.

The form to be used for the report period is attached, along with line item instructions for its completion. ***Please fax the completed form for the report period to WID at (916) 654-9586, by close of business October 20, 2000.***

Please ensure that all entities involved in your local reporting process are aware of the immediate need for the prompt return of this information by the deadline indicated above. If you have any questions or need further information, please contact Diane Bonar, at (916) 654-8305 or your program manager. Your cooperation is appreciated.

/S/ BILL BURKE  
Chief

Attachments

**Summer Youth Employment Information Gathering  
Local Workforce Investment Board Performance Information  
(As of September 30, 2000)**

**PLEASE FAX TO WID BY CLOSE OF BUSINESS FRIDAY, OCTOBER 20, 2000.**

**Attention: Diane Bonar**

Fax Number: (916) 654-9586 or (916) 654-9657

Local Workforce Investment Area Name: \_\_\_\_\_

Local Workforce Investment Area Telephone Number: \_\_\_\_\_

**Grant Type:**

☐ WIA Title I      Reporting Date: April 1, 2000—September 30, 2000

☐ JTPA Title II-B      Reporting Dates: April 1, 1999—June 30, 2000

*Report the number of participants using “best estimates.”*

**Section I—Participant Summary**

1	Total Participants	
2	Total Participants in Academic-Basic Educational Skills Enrichment	
3	Total number of JTPA Participants Terminated on or Before June 30, 2000	

**Section II—Participant Characteristics Summary**

4	Male		11	Black or African American	
5	Female		12	Hispanic or Latino	
6	Age: 14—15 Years		13	Native Hawaiian or Other Pacific Islander	
7	16—18 Years		14	White	
8	19—21 Years		15	In-School Youth	
9	American Indian or Alaska Native		16	Out-of-School Youth	
10	Asian		17	Total Number of Youth for Whom Additional Service are Planned	

### Section III—Financial Summary

18	Total Expenditures (including 15 Percent Governor's Reserve Fund Used for Summer Employment Opportunities)		19	Average Cost per Participant	
18a	Total Expenditures for In-School Participants				
18b	Total Expenditures for Out-of-School Participants				

Remarks:

From Line 2:

- Percent that maintained academic skills
- Percent that gained academic skills

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Signature and Title

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Date Signed

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Telephone Number

## Line Item Instructions for Completing Local Workforce Investment Area (LWIA) Performance Gathering Summer 2000

**Grant Type**—Designate the source of funding for the grant for which data is being reported: i.e., WIA Title I (operating dates April 1, 2000, to September 30, 2000) or Job Training Partnership Act (JTPA) Title II-B, (operating April 1, 1999 to June 30, 2000). If your area operated under both WIA Title I and JTPA Title II-B, check both boxes.

☐ WIA Title I      Reporting Date: April 1, 2000—September 30, 2000

☐ JTPA Title II-B      Reporting Dates: April 1, 1999—June 30, 2000

### Section I—LWIB Participant Summary

1	Total Participants	<p>Enter the total number of youth who participated in the JTPA Title II-B grant program and /or the summer employment opportunities component of Workforce Investment Act (WIA) through the end of the report period (September 30, 2000).</p> <p>“Participant”, for reporting purposes, means an individual who has been determined to be eligible to participate in and who is receiving services under either or both of the two specified programs. Participation shall be deemed to commence on the first day, following determination of eligibility, on which the individual began receiving services.</p>
2	Total Participants in Academic-Basic Educational Skills Enrichment	<p>Enter the number of JTPA Title II-B participants who were enrolled in the academic basic educational skills enrichment activities. This includes participants who have such activities linked with work experience or as a stand-alone activity. <b>This entry may not exceed the entry for Line 1.</b></p> <p>This reporting item applies <b>only</b> to JTPA Title II-B participants (both those who terminate as JTPA participants and those who transition into WIA Title I participants on July 1). Those participants who register as WIA Title I participants and are never enrolled in JTPA Title II-B are <b>not</b> included in this line.</p>

2 (cont.)	Total Participants in Academic-Basic Educational Skills Enrichment	<p>The definition of Academic-Based Educational Skills Enrichment means “the enhancement of the traditional educational skills of reading mathematics and writing through classroom or project-based learning methods.”</p> <p><b>Note: For the number of youth in Line 2, show the percentage of youth that maintained and youth that gained academic-based educational skills of reading, mathematics, and/or writing during the summer reporting period. The results should be reported in the “Remarks” section. For example: Line 2: Maintained Skills – 78 Percent, Gained Skills – 12 Percent.</b></p> <p><i>Although the DOL is not recommending any particular testing protocol, pre and post testing is encouraged when assessing gain of youth. Service providers are encouraged to select assessment instruments that have been identified as appropriate tools for measuring basic educational skills attained in the academic enrichment component of the summer program.</i></p>
3	Total Number of JTPA Participants Terminated on or Before June 30, 2000	Enter the total number of JTPA participants that terminated on or before June 30, 2000; i.e., those participants who do not transition into WIA Title I.

## Section II—Participant Characteristics Summary

4-5	4. Male 5. Female	<p>Distribute the participants by line according to gender.</p> <p><b>Note: The sum of lines 4 and 5 must equal Total Participants entered on Line 1.</b></p>
6-8	Age: 6. 14-15 years 7. 16-17 years 8. 19-21 years	<p>Distribute the participants by line according to age (based on date of birth) at the time of registration (entry into the program).</p> <p><b>Note: The sum on lines 6-8 should equal Total Participants (Line 1).</b></p>

9-14	<p>Race/Ethnic Group:</p> <p>9. American Indian or Alaskan Native</p> <p>10. Asian</p> <p>11. Black or African American</p> <p>12. Hispanic or Latino</p> <p>13. Native Hawaiian or Other Pacific Islander</p> <p>14. White</p>	<p>Distribute the participants by line according to the Race/Ethnic Groups listed.</p> <p><b>Note: The Race/Ethnic category listed above reflects OMB's Standards for the Classification of Federal Data on Race and Ethnicity (October 30, 1997, Vol.62, No. 210, pp 58782-58790).</b></p>
15-16	<p>School Status:</p> <p>15. In-School Youth</p>	<p>Enter the total number of participants who are currently enrolled in and are attending any school or are between school terms and intend to return to school. For JTPA participants who are grandfathered into WIA, the JTPA in-school youth definition applies.</p> <p>The JTPA in-school youth means a youth who has not yet attained a high-school diploma and is attending school full-time. For WIA participants who register July 1 or after (not grandfathered into WIA), in-school youth are those who do not meet the definition of out-of-school youth.</p>
	<p>16. Out-of-School Youth</p>	<p>Enter the total number of participants who are not enrolled in or attending any school or are not between school terms or do not intend to return to school. For JTPA participants who are grandfathered into WIA, the JTPA out-of-school definition applies. For JTPA, an out-of-school youth is a youth who does not meet the definition of an in-school youth above. For WIA participants who register July 1 or after (not grandfathered into WIA), the WIA out-of-school definition applies. Under WIA an "out-of-school youth" means an eligible youth that is a school dropout; or an eligible youth who has received a secondary school diploma or its equivalent but is basic skills deficient, unemployed or underemployed. A youth's dropout status is determined at the time of registration. Therefore, a youth who is out-of-school at the time of registration and subsequently placed in an alternative school, may be considered an out-of-school youth (based on DOL's proposed final regulations). However, a youth that is enrolled in an alternative school at the time of registration is not considered a school dropout.</p> <p><b>Note: The sum of Lines 15 and 16 should equal Total Participants (Line 1).</b></p>

17	Total Number of Youth for Whom Additional Services are Planned	Enter the total number of participants from Lines 15 and 16 whose Individual Service Strategy plans include further services (including follow-up services) following completion of summer employment opportunities.
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### Section III—Financial Summary

18	Total Expenditures (including 15 Percent Governor's Reserve Funds Used for Summer Employment Opportunities)	Enter the total dollar amount of Federal youth funds expended for allowable program activities on JTPA Title II B and/ or summer employment opportunities under WIA through the end of the reporting period. This total should include any expenditures from the 15 Percent Governor's Reserve Fund that were used for summer employment opportunities.
18a	Total Expenditures for In-School Participants	Of the amount on Line 18, enter the total dollar amount of Federal youth funds and 15 Percent Governor's Reserve Fund (if applicable) expended on in-school participants.
18b	Total Expenditures for Out-of-School Participants	Of the amount on Line 18, enter the total dollar amount of Federal youth funds and 15 Percent Governor's Reserve Fund (if applicable) expended on out-of-school participants.  <b>Note: The sum of Lines 18a and 18b should equal Total Expenditures (Line 18).</b>
19	Average Cost Per Participant	Enter the total dollar amount of Federal youth funds and 15 Percent Governor's Reserve Fund (if applicable) expended, divided by the total number of participants. Use only whole dollars, no cents.

Remarks: For youth reported on Line 2 of this form, include the percentage of youth that maintained and the percentage of youth that gained academic-based reading, math, or writing skills during the program.